

OFFICE OF THE GENERAL COUNSEL
Division of Operations-Management

MEMORANDUM OM 11-57

May 10, 2011

TO: All Regional Directors, Officers-in-Charge
and Resident Officers

FROM: Richard A. Siegel, Associate General Counsel

SUBJECT: Managerial and Supervisory Appraisal Period

The appraisal period for managerial and supervisory employees ends June 30, 2011. The timetable for completing the appraisal process is enclosed.

If you have any questions, please contact your Assistant or Deputy Assistant General Counsel.

/s/
R.A.S.

Enclosure

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2011 APPRAISAL PROCESS

July 1, 2010 to June 30, 2011	Appraisal Period
Mid – May	Preappraisal comments by appraisee transmitted to Appraising Official
Mid - June	Draft evaluation and appraisal interview completed (no ratings assigned) Appraisals, including recommended ratings of record, narrative and performance awards
July 6	Completed and submitted by Regional Director to the E-Room with notification to the AGC or Deputy
Mid July	Reviewing Official reviews and concurs with or revises appraisal by mid-July After final approval of appraisal, the appraisal is provided to the employee along with performance award determinations Request for reconsideration of rating of record ¹ by appraisee to Associate General Counsel must be filed within two weeks after ratings and appraisal provided to employees Determination by Associate General Counsel and Response by Associate General Counsel to appraisee regarding request for reconsideration – late August
August 16	Deadline for submitting ratings and award decisions to Employee Relations Section

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Any request for modification of the narrative that does not affect the rating of record and that is not related to a request for reconsideration may also be filed with the Assistant General Counsel, Deputy and Director at this time. A written response will normally be made by August 31 and at any event no later than September 30.